

Staged return to on-site research, scholarship, and creative activities

CHECKLIST AND WRITTEN PLAN

This checklist is intended to define appropriate activities to modify and resume. It is not exhaustive, and adjustments will be necessary for each research need (there may be some sections that do not apply to some research activities). The *guidelines for return to on-site research activities* contains information that may help with completing this checklist.

Personnel & Research Safety		Additional description (if necessary)
<input checked="" type="checkbox"/>	Ensure that all work which can be done remotely is still performed remotely	Any remote work will still be completed remotely.
<input checked="" type="checkbox"/>	Prioritize research activities (ongoing) and determine if each can be performed with limited staff and/or rotating teams	
<input checked="" type="checkbox"/>	Emphasize there is no pressure or penalty for researchers (at all levels) unable to be physically present due to quarantine, high-risk/vulnerable populations, or isolation needs (e.g., childcare concerns), or any other personal needs/concerns	
<input checked="" type="checkbox"/>	Determine the maximum number of people who can be in the lab at one time and devise a schedule to ensure that this number is not exceeded	see attached document
<input checked="" type="checkbox"/>	Ensure physical distancing standards are applied to all offices, laboratories, shared spaces, public areas, etc. and PPE/barriers are not substitutes for distancing	see attached document
<input checked="" type="checkbox"/>	Develop staffing teams, rotations, and schedules (e.g., shift work, alternating days/hours)	
<input checked="" type="checkbox"/>	Ensure all researchers have taken applicable safety trainings	see attached training completion certificates
<input checked="" type="checkbox"/>	Identify disinfection protocols needed (disinfectant used, frequency, etc.) and confirm if these supplies are present or need to be acquired (may vary between equipment, tasks, spaces, and projects)	see attached document
<input checked="" type="checkbox"/>	Plan for required decontamination between different users accessing the same space/physical-resources	see attached document
<input checked="" type="checkbox"/>	Devise system to indicate when an area is clean or needs decontamination or adopt a 'clean before you start AND after you finish' policy	see attached document
<input checked="" type="checkbox"/>	Devise system for shared vehicles and other spaces (physical distancing, disinfection)	see attached document

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Supplies & Equipment		
<input checked="" type="checkbox"/>	Perform and document a research space inspection by PI or delegate to ensure all equipment is functioning properly (e.g., ensure chemical fume hoods, biosafety cabinets, freezers, gas cylinders, glove boxes, purge air/moisture from air/moisture sensitive equipment/environments)	
<input checked="" type="checkbox"/>	Verify all safety devices are installed and functioning normally (e.g., flammable gas or other alarms/detectors, air flow in fume hoods and biosafety cabinets, properly positioned excess flow valves and flashback arrestors, autoclave operation, fully stocked spill kits)	
<input checked="" type="checkbox"/>	Ensure equipment is up to date (or scheduled) for recalibrated/certified/inspected/serviced prior to resumption of use (e.g., lubrication of mechanical components, servicing cooling systems, inert gas purging, thermocouples)	
<input checked="" type="checkbox"/>	Determine PPE required and if all items are available (and use is permitted)	
<input checked="" type="checkbox"/>	Determine what reagents/media/chemicals are not shelf stable and need to be remade or reordered	
<input checked="" type="checkbox"/>	Determine consumables that need to be ordered/re-stocked	
<input checked="" type="checkbox"/>	Start-up/test computer-controlled scientific equipment prior to initiating and consider prioritizing automated or remote-operated devices, test automated shutdown systems	
<input checked="" type="checkbox"/>	Ensure dewars and cryogen containers are filled	
Experimentation		
<input checked="" type="checkbox"/>	Briefly, plan experiments and activities while noting the necessary duration of all activities in the written plan below	
<input checked="" type="checkbox"/>	Establish safe and appropriate use of hazardous materials, human subjects, or animals in research	
<input checked="" type="checkbox"/>	Ensure activities can easily and safely halt should another directive necessitate a ramp down	

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Consultations (as necessary)		
<input type="checkbox"/>	Safety (e.g., biosafety officer, cougar health, EH&S, public safety)	
<input type="checkbox"/>	Oversight committees (e.g., Institutional Animal Care and Use Committee, Institutional Biosafety Committee, Institutional Review Board, Radiation Safety Committee)	
<input type="checkbox"/>	Core facilities and service centers (vivariums, FMIC, histology, NMR, microscopy, imaging, other)	
<input type="checkbox"/>	Information Technology (IT)	
<input type="checkbox"/>	Purchasing	
<input type="checkbox"/>	Package delivery and receipt (mail)	
<input type="checkbox"/>	Facilities (including animal or plant care facilities and custodial services)	
<input type="checkbox"/>	Human Resource Services	

Research, Scholarship, and Creative Activities Personnel Consenting to be on-site:

Name	Title	Contact Number
Zachariah Heiden (Main point of contact)	Assistant Professor	(509)335-0936 (office) (509)288-2875 (cell)
Brena Thompson	Graduate Student	(509)890-0008
Tanner Hanson	Graduate Student	(208)650-5659
Cole Fisher	Graduate Student	(360)269-3835

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Use the space below to add additional written plans specific for your research needs (add pages as necessary):

See attached

Project Leader (e.g., Principal Investigator)

I certify that I have read “Staged return to on-site research, scholarship, and creative activities” and will adhere to the principles and guidance provided by WSU outlined in this guidance, and that I have reviewed and completed this checklist. I understand that university, federal, state, or local guidance may change at any time, necessitating changes in research procedures and operations. I further understand that serious or repeated failure to adhere to safety requirements could lead to mandatory termination of operations and/or corrective or disciplinary action. [all digital signatures are acceptable]

Signature: By checking this box and printing my name below, this serves as my e-signature

Name: Zachariah M. Heiden

Date: June 8, 2020

Department Chair

Based on my review of the attached checklist, and after consultation with the principal investigator(s)/research lead(s), I concur this research program should be authorized to resume under the specified conditions and restrictions and in accordance with guidance from federal, state, and local officials. [all digital signatures are acceptable]

Signature:



Name: Kirk A. Peterson

Date: June 9, 2020

Procedure for Operations of the Heiden Research Lab During Stage 2 of the COVID-19 Pandemic

To combat the spread of COVID-19, effective **June 10th** the Heiden Research lab will be instilling the following guidelines:

As with WSU policy:

- If you feel sick, stay home and inform Dr. Heiden.
- When possible, work remotely.
- Physical distancing, of at least six feet, is required at all times.
- Face coverings are required, except when working *alone* in an office and all students have left for the day.
- A COVID-19 Daily Attestation *must* be completed prior to showing up to work each day.

Logistics:

- Due to the ability to accommodate at least a six foot distance between students in the research laboratory and office with the current facilities, there are no restrictions on the times that students can work (e.g. no shift work).
- To maximize space between students, the work space, fume hoods, desk locations, and designated traffic patterns for (left to right) Dr. Heiden (ZMH), Cole Fisher (CF), Tanner Hanson (TH), and Brena Thompson (BLT) are indicated in Figure 1.

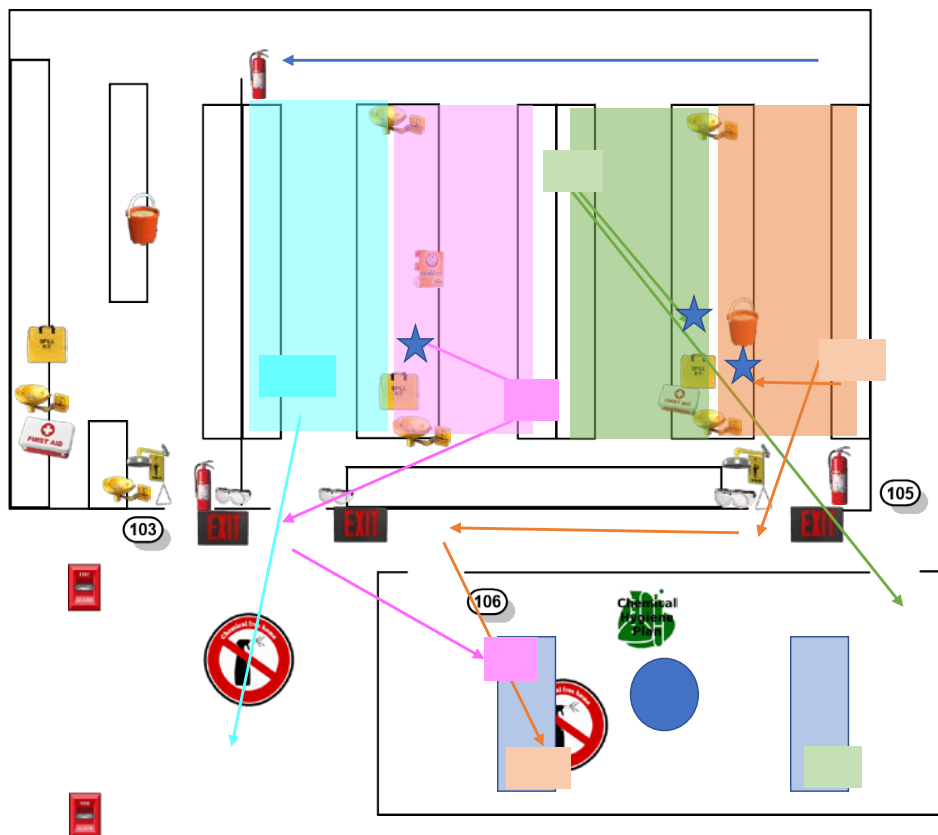


Figure 1. Designated work spaces and traffic paths for Heiden group members in Troy 106 (Heiden Group Office) and Troy 105 (Heiden Group Wet Lab). The designated workspaces (stars indicate balances) also allow for access to the necessary safety equipment while still maintaining social distancing.

- All group and individual meetings will take place on Zoom until further notice.
- The office (Troy 106) doors and lab (Troy 105) doors will be propped open starting at 9 am and closed and locked at 5 pm to minimize the amount of contact with door handles.
- Locations of disinfectant bottles and hand sanitizing bottles can be seen in Figure 2.
- Bottles containing hand sanitizers and disinfectants will be checked and filled daily (if necessary).

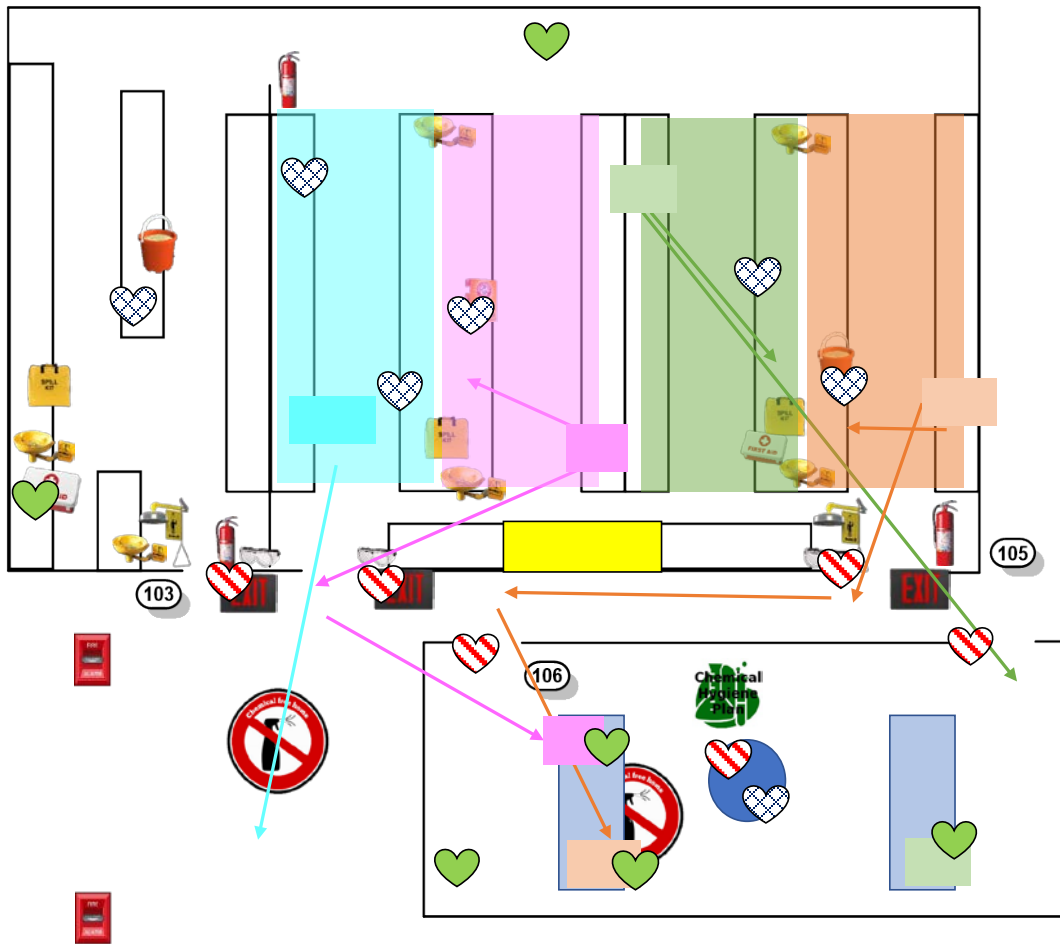


Figure 2. Heiden group traffic patterns and locations of disinfectant (alpha HP (blue cross-hatched hearts) and alcohol-based (solid green hearts)), hand sanitizing bottles (red striped hearts), and refill station (yellow box) in the Heiden research lab.

Office Work in Troy 106:

- Your hands should be sanitized upon entering and leaving the office.
- Your work area must be disinfected using the alpha HP or alcohol based disinfectant *prior* to you leaving for the day.
- Dispose of all trash in the provided waste receptacle for each student.

Lab Work in Troy 103 & 105:

- Gloves, lab coats, safety glasses, and face coverings are required to be worn at all times in the research laboratory.
- Students are expected to remain in their designated area for the majority of their time in the research laboratory.
- Each workstation must be disinfected prior to finishing for the day.
- Hands must be washed and sanitized prior to leaving the research laboratory.
- See below for specific procedures when working in the shared instrument room.

Work in the Glovebox:

- Only one student is allowed to work in the glovebox at a particular moment. Please plan experiments accordingly.
- If you would like to reserve the glovebox for use, please sign up on the glovebox calendar through Outlook.
- If you do not need it for an extended period of time, discuss your intent to use it with the other lab mates present.
- If no one is present, consult the glovebox log and calendar. If there is no indication that the glovebox is in use, write in the logbook (Figure 3) and begin the disinfecting procedure (see below).

Date	Initials	Clean Before Use	Cycle	In	Out	Clean After Use
6/5/2020	BLT	DI	12:45/12:50/12:55	in at 1:00 pm	out at 2:00 pm	DI

Figure 3. Sample entry in the glovebox logbook.

- Using the alpha HP disinfectant, spray the port handle (one squirt), the port valve (one squirt), and all four gloves (3-5 squirts). Allow the disinfectant to stay wet for ten minutes, then dry with paper towel.
- Using the alcohol-based disinfectant spray, spray the windows of the glovebox, allow the disinfectant to stay wet for one minute, then dry with a paper towel.
- Dispose of paper towels in trash by the door of Troy 103.
- Use glovebox while wearing nitrile gloves.
- When you are done using the glovebox, repeat the disinfecting procedure and mark in the glove box log when completed.

Instrument Usage:

- Students should use the logbook for all instruments and time on each instrument should be scheduled on the respective instrument's Outlook calendar.
- Upon completing the analysis of your sample, please spray *lightly* (3-5 squirts from squirt bottle) the desktop, keyboard, and mouse with an alcohol-based disinfectant.
- Please make sure the doors of the instrument are closed prior to spraying the disinfectant.
- Students are to abide by the guidelines of the WSU Core facilities (e.g. WSU NMR Lab), when examining their samples at those locations

Dark Room Usage:

- Students should use the Outlook schedule for the Dark Room to reserve time.
- If a student is using the Dark Rook for an extended period of time (> 4 hours), the door to Troy 103 should be propped open for the duration of the usage.

Visitors:

- Access to the Heiden research lab will be for Heiden group members *only*.
- If another student would like access to the laboratory to use/borrow equipment/chemicals, they must email Brena Thompson (copying Dr. Heiden) describing the request.

If you have any questions, please contact Dr. Zachariah Heiden (zachariah.heiden@wsu.edu) or Brena Thompson (brena.thompson@wsu.edu) (Heiden Group Safety Officer).

Failure to comply with the new guidelines will result in loss of access to Heiden group resources for one week for the first offense, one month for the second offense, and indefinitely for the third offense.